



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION 2
290 BROADWAY
NEW YORK, NY 10007-1866

APR 26 2005

Dear Assistance Agreement Recipient:


Thank-you for participating in a Federal financial assistance program funded by the U.S. Environmental Protection Agency (EPA), Region 2. The purpose of this letter is three-fold: 1) to provide you with the grant application target date established by the EPA Region 2 office to ensure that all grants slated to be funded by the end of the Federal fiscal year, September 30, are awarded in a timely manner; 2) to provide you with information about EPA Region 2's new grant application kit; and 3) to inform you about new requirements for non-profit applicants.

If you intend to apply for financial assistance from EPA Region 2 with an expected award date on or before September 30, 2005, your applications should be submitted to my attention at the above address by no later than June 30, 2005. It is important that we receive your application by this date to allow sufficient time for EPA's review and award processes to be completed. This also provides adequate time to receive any additional information that may be required to award those applications selected for funding. Also, please note that if you are submitting an application in response to an EPA competitive financial assistance program, please be sure to follow the deadlines set forth in the published announcement.

We are pleased to inform you that the EPA Region 2 Application Kit has been updated to include improved guidance for developing the budget detail narrative needed to support proposed costs. The budget detail guidance also includes a sample budget to further assist you in preparing your budgets. Together, these should help ensure that all applications contain adequate budget information to allow the Agency to perform an effective evaluation of the proposed costs. As well, the contact information and instructions for the intergovernmental review process have been updated. You will note that you may now submit your applications/proposals for intergovernmental review via e-mail to those reviewing agencies that have indicated they will accept electronic submissions. We anticipate that this will help facilitate the intergovernmental review process. The new EPA Region 2 Application Kit can be obtained by downloading it from our website at: <http://www.epa.gov/region02/grants/kit.htm>. If you prefer, a paper or electronic copy of the kit may be obtained by contacting us at 212-637-3402, or by e-mail at Johnson.Valencia@epa.gov. Please note that if you are applying for a Superfund award, additional forms are required; please contact us for further guidance.

Finally, there are new federal requirements for non-profit applicants applying for assistance awards above \$200,000. All such non-profit applicants must complete a checklist once every four years regarding their systems for controlling and managing federal funds. This checklist must be received and approved by EPA prior to award. The checklist is available with the application kit through the methods mentioned above. EPA will review the organization's administrative and financial systems capacity and its capability to administer assistance awards in accordance with Federal Regulations, guidelines and OMB Circulars. This review is authorized under 40 CFR Parts 30 and 32 and required under EPA Order 5700.8.

We look forward to receiving your applications in a timely manner. If you have any questions regarding the Application Kit or the application process, please feel free to contact us at the number and e-mail address above.

Sincerely,

Roch Baamonde
Grants Management Officer